MINUTES OF LITERATURE COMMITTEE MEETING

FEBRUARY 21, 1922

Present: Mrs. McMillan, Mrs. Ford, Miss Ogg, Mrs. Douglass, Miss Rue; also Mrs. McAfee and Mrs. Thompson for a portion of the time.

The meeting was opened with prayer by Mrs. McMillan.

The following items of unfinished business were discussed and given consideration.

General Leaflet on Work of Woman's Board of Home Missions with Appeal for Missionary Education to be distributed at Summer Conferences - After again considering the need for such a leaflet and possible authors, the following action was taken:
Motion - That Mrs. Bennett be asked whether she will prepare a leaflet on the work of the Board for distribution at summer conferences, and in the event of her being unable to do so that Miss Dawson be approached. Carried.

Leaflet showing relation of Freedmen's Board to Woman's Board of Home Missions -
Motion - That Miss Dawson be asked to write a leaflet showing the relation of Woman's Department of the Freedmen's Board to our Woman's Board of Home Missions. Carried.

Reprints from the Home Mission Monthly - No report from Miss Sheibley. Miss Rue suggested, however, that Dr. Paden's article entitled "The Churches of Utah" in the issue of December 1921 be reprinted in leaflet form. It was recommended that this be done.
The question of reprinting the Service Pin Series in leaflet form was considered at this time, and it was recommended that this be done.

Leaflet on Ellis Island - The question as to who might write a leaflet on the work of the Woman's Board at Ellis Island was discussed, and it was recommended that Mrs. Wallace be approached to write such a leaflet including in it portions of Miss Rivera's talk at the Third Tuesday Meeting February 21, 1922.

Leaflet on Social Service Department
Motion - That Mrs. Wallace be asked to write a leaflet on the work of the Social Service Department. Carried.

First Aids to Treasurers
Motion - That Miss Torrence be asked to select from the Home Mission Monthly for publication in leaflet form such articles as she considers useful for her treasurers. Carried.

Budget Leaflet 1922-23 - No report

Summer Offering Leaflet - No report. It was recommended that Miss Voss be asked as soon as possible whether she will be able to prepare this manuscript, and that in the event of her being unable to give the time to the work that Miss Ogg be approached for the same.

Committee on Monthly Topics - It was reported that Mrs. Douglass' name had been substituted for Miss Finks on this committee, and the question arose as to who should be chairman of the committee. The following action was taken:
Motion - That Miss Sheibley be made chairman of committee on monthly topics. Carried.

Monthly Topic Aids
March - Mrs. Wallace's mss. is now in Miss Sheibley's hands.
April - Provided for by Freedmen's Board
May - Spanish Speaking Americans - It was recommended that Miss Sheibley be asked whether Mr. Lucero had replied to her request for a mss.
June - West Indies - Mr. Inman promised to write.
July - Our Work Summarized - No report
August - Young People in the Church - Miss Petrie will write
September - Inspiration for New Service - No report
October - The Native Alaskan - No report
November - Twenty Years in the Mountains - No report

Praise Services - Four Praise Services used in former years are being passed around committee for comments.

Leaflet on Religious Instruction in Our Schools - To be written by Miss Dawson and Miss Voss. It was reported that Miss Voss is now making special investigation of religious work in our schools and she does not wish to write anything on the subject until she has completed her survey.

"Soucth Shan" and "Kahtlian" - Miss Voss was asked whether she thought these leaflets might be combined, and it was reported that she considered them so entirely different that she would not attempt to combine them, though she did suggest that they might be printed under one cover. After discussion it was considered well to publish them as two leaflets as heretofore, and the following action was taken:
Motion - That "Soucth Shan" and "Kahtlian" be reprinted. Carried.

Manuscript "To Which Group Do You Belong?" by Mrs. Dickens-Lewis - In committee's hands to be read and commented upon.

Manuscript - "Story of First Missionaries, Missions and Schools among the Indians east of the Mississippi River"- This manuscript is considered by several members of committee to be splendid but too long (about 14,000 words) to print in its present form. It has not, however, been read by all members and final action was not taken. Miss Rue was asked to write to the author, Mrs. Constant, to learn whether she will be willing to have the article cut, and if willing whether she will prefer to do the work or will permit us to do it.

New business

Miss Rue submitted to committee a solicited manuscript from Dr. Luck entitled "Our Detached Peoples", which was placed in committee's hands for comments.

Miss Rue asked committee's advice as to whether copies of "Indian Missions", a reprint from the Report of the Home Missions Council, be purchased, the same having been offered for sale to our Board. After discussion as to the need for this the following action was taken:

Motion - That 500 copies of the publication "Indian Missions" be purchased from the Council. Carried.

Miss Rue also asked committee's advice regarding the purchasing of copies of "A College Girl's Summer Diary" submitted by Council of Women for Home Missions. The committee took the following action:

Motion - That 1000 copies of "A College Girl's Summer Diary" be purchased from the Council of Women for Home Missions. Carried.

Miss Rue reported to the committee that Dr. Moffett, the author of "The RedMan in Church and State", had told her of the desire of the Board of Home Missions to reprint this publication, and the committee after discussion took action as follows:

Motion - That the Literature Committee accede to Dr. Moffett's request for the Board of Home Missions to reprint the pamphlet "The Red Man in Church and State". Carried.

Mrs. Douglass asked committee's advice as to whether a summer number of the magazine shall be omitted as it has been for the past few years. She stated that *Woman's Work* did not omit a summer number last year. After discussion the committee recommended that Mrs. Douglass learn the plan of *Woman's Work* this year and report the same to committee at next meeting.

Mrs. Douglass submitted sheets of *The Home Mission Monthly* printed from type. This last issue for March 1922 has not been electrotyped according to custom because she wished to make a test of having the entire edition printed from type to see whether we might save the expense of electrotyping each issue. The cost amounts to fifty dollars per month or about six hundred dollars per year. The committee after scrutinizing the sheets submitted, which were made from the first impressions and also the last of the edition of 46,000 copies, authorized the editor to make a fair trial of printing from type.

Historical Sketch of the Woman's Board

Mrs. Thompson reported to committee that she was working on the Historical Sketch of the Woman's Board and stated that before placing at the end a summary that she had in mind she wished the committee's advice as to whether the time and expense involved would warrant her doing so. It was the consensus of opinion that it would. She gave her manuscript to Mrs. McMillan to read.

Mrs. McMillan expressed a desire that the Home Field Extra be featured so as to give it publicity.

Meeting adjourned.

Stenographically reported

Approved by -

MINUTES OF MEETING OF LITERATURE COMMITTEE

MARCH 21, 1922

Present: Mrs. McMillan, Mrs. Ford, Miss Rue; also Mrs. Thompson, Miss Ogg, Miss Sheibley, Mrs. Douglass for a portion of the time.

The meeting was opened with prayer by Mrs. McMillan.

The following items of unfinished business were considered and acted upon.

Home Mission Monthly - Mrs. Douglass stated that it had been considered most satisfactory thus far to print the magazine from type (not electrotyped as formerly) and that this method would be continued for the present.

She also brought to the committee's attention the fact that subscriptions were falling off and stated that the decrease might possibly be due to the discontinuance of the use of expiration notices. It was felt that something should be done to notify subscribers whose subscriptions had expired.

The question of omitting a summer number of the magazine was again discussed and it was decided that this number should not be omitted in view of the fact that the subscription price of the magazine had been increased.

Mrs. Douglass spoke of the financial condition of the magazine, and in this connection discussion arose as to whether it might be a good plan to include approved advertisements of a nature that might be especially helpful to our constituency in the magazine and thus reduce expense. It was the consensus of opinion, however, that this would not be advisable unless the saving would be worthwhile. It was therefore decided that the question of saving expense be investigated, and should the outcome of the investigation warrant that a recommendation for the inclusion in our Home Mission Monthly of approved advertisements be presented to our Board at its next meeting.

General leaflet on work of the Woman's Board of Home Missions for Summer Conferences - No report. Miss Sheibley was asked to take the matter up with Mrs. Bennett and Miss Dawson.

Leaflet showing relation of Freedmen's Board to Woman's Board of Home Missions - It was reported that action on this should be deferred for a time.

Reprints from Home Mission Monthly - It was reported that Dr. Paden's article entitled "The Churches of Utah" is on the press.

Service Pin Series - In course of preparation.

Leaflet on Ellis Island - Mrs. Wallace recommends that Mrs. Waid's article entitled "Some Items from Ellis Island" in the March 1922 Presbyterian Magazine be reprinted in leaflet form. As a section of this article is of temporary value the question as to whether it would be suitable for circulation in leaflet form was discussed and it was decided to reprint it if Mrs. Waid will substitute for paragraph three another on the work pf our Board. Motion for this was made and carried.

Leaflet on Department for Social Service - No report from Mrs. Wallace.

First Aids to Treasurers - No report.

Budget Leaflet 1922-23 - The preparation of this leaflet is delayed awaiting figures from Miss Voss.

Summer Offering Leaflet - Miss Voss has in course of preparation.

Monthly Topics - Miss Sheibley reported that the committee on monthly topics had not had time to finish its work. The advisability of rearranging the topics somewhat was discussed, but it was decided that the list for 1923 should follow the present outline. As the changes proposed would necessitate consultation with the Boards of Home and Foreign Missions it would be inadvisable to try to incorporate them at this late date, but it was recommended that the matter be given attention when the topics for 1924 are considered.

Monthly Topic Aids

May - Mr. Lucero had failed to reply to a letter asking that he write on this topic, and the suggestion was made that Mrs. Bennett's article that appeared in the Presbyterian Magazine be reprinted in leaflet form. As her manuscript was cut to bring it down to the length required for the magazine it was moved and carried to use all of it for an attractive leaflet and to include available pictures.

June, West Indies - Mr. Inman has promised a manuscript.

July, Our Work Summarized - Miss Voss will prepare leaflet on "Digest of the Field".

August - Miss Petrie will provide for this topic.

September, Inspiration for New Service - Miss Dawson will prepare leaflet.

Monthly Topic Aids cont.

October, Native Alaskan - No report from Dr. Young. In addition to the leaflet that Dr. Young might write, it was suggested that there be another on the new work at Haines. Authors were suggested but no decision rendered.

November, Twenty Years in the Mountains - Miss Goodrich

Praise Service - Four programs used in former years had been submitted to committee. The question arose, however, as to whether it might not be a better plan to secure a new program and possible authors were suggested among whom were Mrs. Grier, Miss Colmery, and Mrs. Miller.

Our Detached Peoples, by Dr. Davis Lusk - In the printer's hands.

Historical Sketch of the Woman's Board of Home Missions - It was hoped that this might be ready for the Biennial Meeting.

New Business

Miss Rue submitted to the committee a poem entitled "What Do I Owe?" that had come to her attention and asked whether the same might be printed in leaflet form. Her suggestion met with approval, and in this connection the question arose as to whether it might not be a good plan to ask societies to send to headquarters poems appropriate for our use that may have come to their notice with a view to printing and circulating the same. It was also suggested that societies be asked to submit to headquarters the best articles that have appeared on their programs throughout the year.

Miss Rue submitted to the committee literature on Orientals in America published by the Woman's Board of Foreign Missions. After discussion it was recommended that Miss Rue learn how many copies of each article may be available, also the cost of purchasing the same. It seemed advisable to purchase this literature from the Foreign Board, but it was recommended that before circulating the same a rubber stamp be placed on each leaflet to indicate that the work among Orientals in America had been transferred to the Woman's Board of Home Missions.

Miss Rue stated that programs were needed for woman's monthly missionary meetings for Christmas, Easter, Missionary Banquets, Teas, and Anniversary occasions, and Mrs. McMillan suggested further that a program for an Installation Service would also be useful. No action.

Mrs. Wallace's manuscript "Educating the Immigrants in Their Leisure Time" was submitted to committee for comments.

The committee's opinion was requested on the advisability of reprinting the following leaflets which are about out of stock. Miss Rue was asked her opinion and gave it as follows:

American Indian and the War ------------------ Do not reprint
Birthday Greetings for Little Light Bearers - Refer to Miss Petrie
Light Bearers Invitation -------------------- Refer to Miss Petrie
Christmas in New Mexico -------------------- Do not reprint
David Brainerd ----------------------------- Reprint
For Christ and Church ---------------------- Revise according to census of 1920. Miss Sheibley is requested to do this work.
Grip of Mormonism -------------------------- Do not reprint
Honorary and Life Memberships -------------- Reprint
In the Light of the Coke Ovens ------------- Do not reprint
Missionary Clinic -------------------------- Reprint
Missionary Programs, by Mrs. Waid ---------- Needed. Refer to General Council for consideration as to reprint.
Mormonism Today ---------------------------- Do not reprint
Mountain Sketches -------------------------- Do not reprint
Origin and Development)
Queries)
Some Funds Defined) -------------------- As soon as this year's statistics are available Miss Sheibley is to unite these in one leaflet and reprint.
Pioneers ----------------------------------- Do not reprint
What Christ Said --------------------------- Do not reprint
Pledge Card for Woman's Missionary Societies- Do not reprint (New Era pledge card to be used instead.)
Responsive Missionary Service -------------- Do not reprint
Sheldon Jackson School from Within --------- Do not reprint
Systematic and Proportionate Giving -------- Do not reprint. It was suggested that Miss Rue make excerpts from the book "A Man and His Money" published by the Methodist Board and present the same to committee for publication in leaflet form. Permission would of course have to be given by the organization publishing the book.
When the Missionary Offering Talked -------- Do not reprint
Story of Utah ------------------------------ Do not reprint

The following action was taken:

Motion - That the committee accept Miss Rue's suggestions on these leaflets. Carried.

Meeting adjourned.

Stenographically reported -

Approved by -

MINUTES OF THE LITERATURE COMMITTEE MEETING

APRIL 18, 1922

Present: Mrs. McMillan, Mrs. Ford, Miss Rue; also Mrs. Thompson, Miss Ogg, Miss Sheibley for a portion of the time.

The meeting was opened with prayer by Mrs. McMillan.

The following items of unfinished business were discussed and acted upon.

Home Mission Monthly - Mrs. Douglass, acting editor, was unable to attend the meeting, but sent a written report as follows:

Regarding advertising.- Last fall there were several meetings of representatives of missionary periodicals for the purpose of considering the question whether or not advertising paid. The result of investigation was that for periodicals like ours even syndicated advertising was not a paying investment. If we should decide to carry several pages secured by private solicitation it would necessitate much additional work and probably additional help in the office, and it would be very questionable whether or not this would pay. As things now are it seems to me this would not be a wise innovation.

Loss in subscriptions.- Perhaps two years ago the practice of enclosing expiration notices in magazines was discontinued. About the first of 1922, however, a little circular, like the enclosed, was printed and mailed to each person whose subscription had just expired. When the winter rush made it impossible to do this without employing additional help these were not sent for two or three months. A short time ago, however, we had printed a postal card, like the one enclosed, which could be addressed from the "list of expires" at the addressers with very little additional work and could be mailed rapidly and promptly. These we have been sending out recently. I am quite sure that it is necessary to send expiration notices and a reminder. Besides the general financial depression I am of the opinion that there is one other element that is a factor in our decreased subscription list and that is local secretaries for literature are no longer required to report to their presbyterial officers. As we all know making a report is an incentive to good work, and I have no doubt that this change of policy has meant slackened interest on the part of local secretaries for literature.

General Leaflet on Work of the Woman's Board of Home Missions for Summer Conferences - Miss Sheibley stated that Mrs. Bennett questioned the need of a new leaflet for this purpose and suggested the use of "Queries". This seemed a little heavy to the committee. The leaflet "Origin and Development of the Woman's Board" seemed more appropriate for the use desired and it was suggested that this leaflet be reprinted in attractive form for distribution at summer conferences.

Reprints from Home Mission Monthly - Dr. Paden's article is ready for distribution, and the Service Pin Series are on the press.

Leaflet on Ellis Island - Reported that Mrs. Waid is writing the paragraph suggested by committee at last meeting, and that the leaflet will be entitled "Six Acres Known All Over Europe" instead of the title given article in Presbyterian Magazine. The committee approved.

Leaflet on Department for Social Service - Mrs. Wallace has this in course of preparation.

First Aids to Treasurers - Miss Torrence has not had opportunity to collect these aids, but will do so.

Budget Leaflet 1922-23 - Not yet ready. Will be prepared just as soon as information is available.
Miss Ogg suggested that a leaflet telling just the state of the treasury for the year 1921-22 be prepared for enclosure in letters. She felt that auxiliaries should know that because their gifts did not reach the budget it was necessary to use Mrs. Sage's legacy. The committee feared such a leaflet might cause criticism. It was felt though that a leaflet showing the disposition of Mrs. Sage's legacy to distribute with the Budget Leaflet for 1922-23 would be most interesting to societies and it was suggested that Mrs. Bennett be asked to write such a leaflet including in it how Mrs. James approached Mrs. Sage years ago and how Mrs. Sage later remembered the Board in her will.

Summer Offering Leaflet - Will be ready soon. Because this has not been ready for spring presbyterial meetings it was suggested that presbyterial secretaries be sent samples and summer offering envelopes and that they be asked to notify local societies regarding the same.

Monthly Topics - Miss Sheibley presented list of topics to committee. Suggestions for changes were made and the topics accepted as follows:

- January --- The Business Side of Home Missions
  - Facts and Figures
  - Building the Budget
  - The Budget Applied
  - The Occidental Oriental

- February -- The American Indian
  - Life on the Reservation
  - Marketing Indian Industries
  - Christian Development

- March ------ The Newest American
  - Admission and Restriction
  - Foreign Colonies in this Country
  - Two Great Factors - Democracy and Religion

- April ----- The Negro in America
  - The Negro in the North and South
  - The Negro Press
  - The Negro's Part in His Own Development

- May ------- Spanish-Speaking Americans
  - Historical Background
  - The Task of the Church - Evangelistic, Educational, Medical, Social
  - Plaza Progress

- June ------ The West Indies
  - Three Viewpoints - Political, Educational, Industrial
  - The Contribution of Our Church - in Cuba, in Porto Rico, in Santo Domingo

- July ------ Backward and Forward
  - In Organization
  - In Service
  - The Church in Conference

- August ---- The Future Leadership of the Church
  - With the Children
  - The Young Woman at Work in Her Church
  - Reaching the College Girl

- September - A National Outlook
  - The Challenge of the Field
  - Ventures in Faith
  - Ways and Means

Monthly Topics cont.

October --- The Native Alaskan
Races in Alaska
Governmental Agencies and Activities
Preparation and Application

November -- The Mountaineer of the South
Changing Conditions
The Crusade for Health
The Educational Program

December -- In Utah
Mormon Missionaries
The Mormon in Public Affairs
The Influence of the Christian School

Monthly Topic Aids

May------ Mrs. Bennett's leaflet "Followers of the Santa Fe Trail" ready for distribution.

June ---- Mr. Inman's manuscript is on the press.

July --- To be reprinted from Miss Voss' report.

August -- Miss Petrie will prepare leaflet.

September-Miss Dawson will write on "Inspiration for New Service".

October - Alaska - Dr. Young's response has not had time to reach us.

November- Miss Goodrich promises to write on "Thirty Years in the Mountains".

Praise Service - It was reported that Miss Colmery had not yet been asked whether she would prepare the Praise Service.

Historical Sketch Woman's Board of Home Missions - This is in course of preparation and if possible will be ready for General Assembly.

How Much Do I Owe? - Ready for distribution.

Programs for Special Meetings - The possibility of securing authors for such programs was discussed, and itmwas suggested that a notice be placed in The Home Mission Monthly to the effect that the Literature Committee is soliciting material for special service programs. The following action was taken:
Motion - That the editor of The Home Mission Monthly be asked to allow space for the Literature Committee's notice soliciting special service programs. Carried.
It was also suggested at this time that other contributions for printing be solicited.

Educating Immigrants in Their Leisure Time - In course of preparation.

Excerpts from Calkin's Book on Stewardship - Submitted by Miss Rue to be read and commented upon by committee. In connection with printing this leaflet it was considered inadvisable to issue the same under the title "Stewardship" since there is a department in connection with the New Era Movement publishing literature under this caption all the time.

New business

Miss Rue asked committee whether her leaflet on the Star Plan should be included in the new catalogue of publications. It was recommended that the plan be continued.

Motion - That Miss Rue ask Miss Dawson's permission to grant committee'srequest to have an abstract of the Literature Department Report placed in poster form in the room where the Annual Meeting of the Woman's Board will be held on Tuesday, April twenty-fifth. Carried.

Some material in connection with Over Sea and Land is left on hands and should be disposed of and a statement of such material was submitted to the committee. The following action was taken regarding the same:

Motion - That Miss Ogg be asked to take charge of this matter. Carried.

Question arose as to what book should be offered societies who do not wish to study the book on the Negro. It was felt that some time at least should be devoted to the study of this subject in all study classes and that another book should not be generally recommended, but that the decision be left entirely with the society questioning the course of study. At this time Miss Rue brought to the committee's attention Mr. Eastman's letter recommending Roger Babson's book "New Tasks for Old Churches" in societies not desiring to study the negro. The committee felt that it would be most unwise to suggest a topic that would displace that generally recommended and Mrs. Thompson and Miss Ogg were asked to bring Mr. Eastman's proposition to the Councils of Home Missions.

A manuscript entitled "A Missionary Society in Embryo" was submitted to the committee. It was not considered practical for publication, however, and it was therefore decided to return the same to the author.

Miss Rue reported to the committee that blue print maps were in the course of preparation. This met with approval, and it was suggested that in advertising the same in catalogue Mrs. Bennett's approval of maps be quoted.

Miss Rue asked committee whether it would be well to order the flier advertising the new text books issued by the Council of Women for Home Missions, and it was recommended that she proceed to order the same.

Meeting adjourned.

Stenographically reported

Approved by -

YEAR BOOK OF PRAYER COMMITTEE

April 28, 1922

Present:- Mrs. White, Mrs. Waid, Mrs. Wood and Miss Sheibley

Printer - After consideration of the four estimates submitted, it was voted that A. E. Dittrich, Ltd. should be given the job of printing the Year Book for 1923. 50,000 copies for $4575.00, 52,000 copies for $4710.00, the committee hoping to take advantage of 2% discount on a payment within ten days.

Edition - It was voted that the edition should be 50,000 unless the Literature Department of the Woman's Board of Home Missions feels that it can carry 25,000, in that case the edition to be 52,000.

Style and Type - It was voted that the style should be the same as the sample submitted by A. E. Dittrich, Ltd., but the type one size larger, this to be made possible by the editors' condensing the material.

Disposition of Supply of 1922 Edition - The fact that the Woman's Board of Home Missions still holds between five or six thousand copies of the Year Book of Prayer for 1922 was presented to the committee. After consideration, it was decided that the Woman's Board of Home Missions should take immediate measures to get rid of this supply, even though it may mean advertising through local Secretaries for Literature.

Mabel M. Sheibley
Secretary

MINUTES OF THE LITERATURE COMMITTEE MEETING

SEPTEMBER 19, 1922

Present: Mrs. McMillan, Mrs. Ford, Mrs. Wallace, Miss Petrie, Miss Finks, Miss Rue; also Miss Sheibley, Mrs. Gildersleeve, Miss Torrence for a portion of the time.

Excused: Mrs. Thompson

The meeting was opened with prayer by Mrs. McMillan.

Miss Finks reported the publication of two new issues, "Are You a Fruitless Tree?" and "Do You Want Me?", prepared in the magazine department during the summer. She stated that these had been forwarded to local secretaries for literature and expressed a desire that they be distributed generously in the hope that they may help to increase the circulation of the magazine. The subscription list has fallen off considerably and she felt real campaigning should be done. The question was asked whether it would be well to send these leaflets in bulk to synodical secretaries for literature for circulation and it was suggested that it might be a good plan to ask to have them mentioned with other literature at synodical meetings from the platform. It was further suggested that they be used as envelope fillers to go out in all letters from the office, the period of time for enclosing them to be decided by Office Conference when the enclosing of other fliers in letters would be considered also.

Mrs. Gildersleeve reported the publication of two pamphlets during the summer, "Program Outlines for 'In the Vanguard of a Race'", prepared by Miss Purves, and "Program Outlines for 'The Trend of the Races'", prepared by herself. In connection with discussing the circulation of the text books Miss Rue reported that to date 3000 copies of "The Trend of the Races" and 1000 "In the Vanguard of a Race" had been sent out by the Literature Department. Miss Rue expressed the hope that Mrs. Waid's outlines for study classes in the September issue of The Home Mission Monthly be brought to the attention of leaders whenever possible. Societies not wishing to study the subject of the negro are advised to take "Unfinished Business" and "From Survey to Service".

The following items of unfinished business were considered at this time:

Leaflet on Ellis Island - Reported that Mrs. Waid has this about ready.

Leaflet on Department for Social Service - Mrs. Wallace has the same in course of preparation.

First Aids to Treasurers - Miss Torrence reported that she had material collected but felt it would not be advisable to print it in leaflet form. After discussion it was recommended that Miss Torrence submit to Miss Sheibley such material as she has in hands for her opinion of the same.

Budget Leaflet for 1922-23 - Reported that "Million for 1922-23" takes the place of this leaflet.

Leaflet showing disposition of Mrs. Sage's legacy - No report. It was recommended that Mrs. Bennett be asked again whether she will write such a leaflet.

Leaflets on Monthly Topics - Miss Rue stated that all topics mentioned in the list submitted to committee last November had been provided for except January 1923 on which Mrs. Webb was to be asked to write but her illness caused the committee to defer making the request. After consideration it was decided that she be asked now for such a leaflet, and in the event of her inability to write the same that Mrs. Harper or Mrs. Bancker be requested to do so.

Excerpts from Calkin's book on Stewardship - Miss Rue reported that she had read the book and selected sections for printing in leaflet form but that the Methodist Book Concern would not grant permission for us to proceed without securing the consent of Mr. Calkins in India. Nothing further was done regarding the matter.

Appeal for manuscripts to synodical secretaries for literature - Miss Rue reported that five replies had come from synodical secretaries for literature in response to letters soliciting manuscripts, but that no manuscripts had been received from this source. Three of the replies were encouraging, however.

New business.

Miss Rue submitted to committee a list of sixty new and revised issues printed and added to our stock during the summer.

Miss Sheibley reported that the Building Budget had been assigned to synodical societies, certain societies having been given particular buildings, and that each would be furnished a leaflet on the building designated.

Miss Rue expressed the need for information on the Sheldon Jackson School for October meetings, and to meet this need it was suggested that Miss Voss's address given at the popular meeting of the Woman's Board be printed in leaflet form. It was considered advisable, however, to include in the leaflet something of conditions in interior Alaska and to mention the pioneer work of the church showing that the government schools are located in almost every instance where mission schools were started. Because of the immediate need it was suggested that a pictorial leaflet be issued including brief items of interest should Miss Voss not see her way clear to write at length. The following action was taken:

Motion - That Miss Voss be asked to prepare manuscript for a leaflet on work in Alaska, the same to be ready in time for October meetings. Carried.

A manuscript "An August Christmas Tree" was submitted to committee. It was not accepted but Miss Petrie thought she could use it.

Mrs. McMillan expressed the hope that it would be possible to hold another conference of secretaries for literature of the Metropolitan District similar to that held in February 1922 and asked the committee to have the same in mind so that plans might be presented that would be worthwhile to attendants. January 1923 was considered the best time for holding such a meeting.

Miss Rue brought up the question as to whether it might not be wise to guard the size of editions of publications during this fiscal year in view of the anticipated reorganization of the Board, and it was decided that this should be done.

Meeting adjourned.

Stenographically reported

Approved by -

MINUTES OF THE ANNUAL MEETING OF THE LITERATURE COMMITTEE

NOVEMBER 21, 1922

Present: Mrs. McMillan, Mrs. Ford, Miss Finks, Miss Rue; also Mrs. Thompson, Mrs. Wallace, Miss Dawson, Miss Wilson, Miss Torrence for a portion of the time.

The meeting was opened with prayer by Mrs. McMillan.

The annual statement of needs prepared by Miss Rue was submitted for consideration.

Departmental Needs

Miss Finks, editor of the magazine, stated that she would need regular annual leaflets to be sent out in the autumn, a supply of subscription envelopes, and as needs developed throughout the year other publications to aid in securing subscriptions. She felt discouraged that subscriptions were falling off and thought that there must be some special reason; whether it was due to the proposed reorganization, the lack of report blanks, or financial conditions generally she had no idea. To increase the circulation it was recommended to place a notice conspicuously in the magazine soliciting subscriptions for Christmas gifts for missionaries, and for women who may be unable to afford the subscription price. Miss Finks asked if it might be wise to specify a definite week for soliciting subscriptions. The idea was approved and the first week of February was favored as the time to be selected.

Miss Dawson, the general secretary, could not specify definite needs of her office now but stated that a good budget leaflet would be needed, also that another "Hold Steady" leaflet would be essential when definite information regarding reorganization was in hand.

Miss Petrie, the young people's secretary, submitted a list approximating needs of her department for the coming year.

Miss Wilson, secretary for Christian Social Service, submitted a memorandum indicating that the Christian Social Service Committee would probably need three leaflets at an approximate total cost of three hundred dollars for the coming year of work.

Other departments did not report.

Monthly Topics 1924

It was stated that this list should be ready for press February 1, 1923. No action taken.

Aids for developing Monthly Topics, February 1923-24

February . The American Indian -

Recommended that "Indian a Liability or an Asset" and "Mission School in the Desert" be used for this topic.

It was suggested that there be prepared a leaflet on new work recently accomplished for the Indian.

Miss Rue reported that she had procured a number of copies of a folder advertising the book "The American Indian - A Social and Religious Survey" in which appears a splendid map showing Indian Reservations and Schools.

It was recommended also that a leaflet published by the Y.W.C.A. entitled "Dawn in the Indian Country" be purchased for distribution through the Literature Department.

March, Newest American -

"Six Acres Known All Over Europe", now in preparation, will be available.

It was recommended that the Social Service Department be appealed to for helps on this topic.

April, The Negro in America-

Helps procured from Freedmen's Board.

May, Spanish Speaking Americans -

It was suggested that Mrs. Louderbough be approached to write something on this topic using as a title for her manuscript "Seeing is Believing".

June, West Indies -

Recommended that Mrs. Horace Taylor be asked to write on Santo Domingo using as her topic "Some Human Interest Stories".

Recommended that Mr. Waid be requested to write along the line of "Proper Housing" or "How Location Affects Work", or "Spanish Architecture and Spanish Missions", to show how housing is an aid to many people.

Recommended further that Mrs. Roswell Miller be asked to write on the West Indies.

Aids for developing Monthly Topics, February 1923-24 - cont.

July, Backward and Forward -

Because of limited time this and topics for balance of the year will be discussed at next meeting of committee.

Budget for 1923-24

Leaflet to be prepared by the office.

Summer Offering 1923

Recommended that leaflet be prepared by Miss Sheibley, and suggested that it be brief, inexpensive, with pictures to set up the special work.

Praise Service 1923

Recommended that Miss Bertha Harlan be asked to prepare the Praise Service for 1923.

Catalogue

It was stated that this should be ready May first in time for General Assembly. No action.

Dial 1923

Recommended that action regarding this publication be delayed until January.

Year Book of Prayer 1924

As a special committee now handles all details of preparing copy and printing the Literature Committee needs only to make suggestions for improvement in this publication. Suggestions were solicited.

Text Books for 1923-24

It was reported that titles are not available, but that the general theme would be needy children. This topic offers a great opportunity to develop literature on our special work, and it was recommended that there be prepared an illustrated leaflet on "Our Children".

Plays and Pageants

It was stated that there is need for material in this form on Alaskans, Indians, Mexicans, Mormons, West Indies, and Immigration; especially is there need for plays requiring few persons for development.

Miss Rue reported that she had interviewed Dr. Paden in the hope of procuring through him manuscript for a play on the subject of Mormonism. She stated that he thought favorably of her suggestions for such a play and that he promised to think about it and work on it if possible.

An unsolicited pageant was submitted to committee and placed in Mrs. Ford's hands for criticism.

Christmas Service for Missionary Meetings

It was stated that many requests are received for such a service, and that a Christmas play is also needed. No action.

Pictorial School Leaflets

The need for a pictorial folder for each important school similar to that on the Sheldon Jackson School was emphasized. No action.

School Leaflets

The fact that there are no printed descriptions whatsoever of some mission stations was brought before the committee, and it was stated that many societies contributing money request facts about them. It was asked whether such equipment should be prepared. No action.

Pay for Manuscripts (?)

There was considerable discussion as to the advisability of offering pay for manuscripts. It was stated that societies find it difficult to secure manuscripts on Home Missions in view of the fact that the Woman's Board of Foreign Missions pays generously for those accepted by that organization. It was recommended that the policy of the Woman's Board of Foreign Missions in this matter be inquired into and the result of inquiry reported to committee at its next meeting.

At this point it was suggested that the author of "The Impersonation of 'Cindy's Chance'" be approached for another play and remuneration offered for the same if considered wise.

Special Needs

The need for stories of human interest, leaflets showing results of the work, and leaflets on tithing and giving, was emphasized. The chairman asked that these needs be kept in mind. The need for literature on tithing and giving was discussed, and it was brought to the committee's attention that the Woman's Boards are cooperating with the Stewardship Department of the New Era Movement in the distribution of such litemature of which that department publishes quite a line. Miss Rue was asked to learn just what publications were available.

Light Bearers Certificates

It was reported that a reprint of the Little Light Bearers Certificate had just been issued for Light Bearers, and that leaders who need certificates for the older children hesitate to offer a facsimilie in all but the imprint of that used for wee tots because the older children resent being classed with the younger ones. No action.

Meeting adjourned.

Stenographically reported

Approved by -